



STANDARDS OF APPRENTICESHIP
adopted by

PIERCE COUNTY ROOFERS APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
ROOFER		866.381-010	4900 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards of Apprenticeship, Pierce County Roofers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.

These Standards have been developed by employers and members of the Roofers Union Local #153 assisted by the State Apprenticeship and Training Division, Department of Labor and Industries and the Bureau of Apprenticeship and Training, U.S. Department of Labor.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may

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use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of Pierce, Thurston, Grays Harbor, Lewis, Wahkiakum, Cowlitz, and Pacific Counties with headquarters in Tacoma, Pierce County, Washington

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Apprentices registered in accordance with these Standards who have not heretofore been connected with the trade shall be as least eighteen 18 years of age.**

Education: **They shall have sufficient schooling to meet the requirements of the trade. Completion of the 10th grade.**

Physical: **They shall be in good health.**

Testing: **N/A**

Other: **They shall have a valid driver's license in the State of Washington; or it is acknowledged in writing by the employer that it will have no impact on the apprentice for failure to have a valid driver's license.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

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A. Selection Procedures:

- 1. Applications will be available to anyone who is interested, regardless of any other consideration.**
- 2. All application blanks will be serially numbered so that they can be accounted for.**
- 3. Applications will be available only through the Pierce County Roofers Joint Apprenticeship Office located at 3049 South 36th Street, Room 214-A, Tacoma, Washington, 98409.**
- 4. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's signature, printed name and the progress, by dates and final disposition. The applicant will sign the "Record of Apprentice Applicants" and will be given an "Application for Apprenticeship."**
- 5. All who meet the minimum qualifications and who have completed Apprenticeship Application on file with the Pierce County Roofers Joint Apprenticeship office will be reviewed.**
- 6. If, after a period of six (6) months, the applicant has not fulfilled the basic requirements for interview, this will be noted in the column marked "Final Disposition" on the "Record of Apprentice Applicants".**
- 7. The employer shall be notified of an applicant's selection, effective date of registration and percentage rate and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council.**

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).**
- 4. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the affirmative action program.**

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5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**
6. **Engage in any other such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be two (2) years schooling and not less than four thousand nine hundred (4900) hours of reasonably continuous employment for the apprentice.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

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All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first five hundred (500) hours of employment of the term of apprenticeship.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

Employment of apprentices shall be on the basis of one (1) apprentice for each one (1) journey-level worker on the job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Effective June 26, 2000 for all apprentices.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1100 hours	60%
2	1101 - 2100 hours	67%
3	2101 - 2800 hours	74%
4	2801 - 3500 hours	81%
5	3501 - 4200 hours	88%
6	4201 - 4900 hours	95%

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- A. The apprentice cannot be paid less than the Apprenticeship Committee's determined scale.**
- B. An apprentice's work experience hours, school attendance records, test scores, instructor evaluations and employer evaluations/recommendations will be evaluated by the Apprenticeship Committee prior to advancement to the next wage progression.**
- C. Wage increase shall be based on monthly work progress reports and class attendance and satisfactory test scores, instructor and employer evaluations.**
 - 1. To receive credit for hours worked, the apprentice must submit a progress record of work experience performed each month. The progress record must be submitted to either the Joint Apprenticeship Office or their classroom instructor on or before the 15th of the following month. Failure to submit monthly progress records when due will result in the apprentice not receiving hourly credit towards upgrading for said month or months.**
 - 2. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

During apprenticeship, the roofer apprentice shall receive such instruction and experience in all branches of roofing including the preparation of material for installation, as are necessary to develop a practical and skilled tradesman versed in the theory and practice of the trade. The apprentice shall also perform such duties in the shop and on the job as are commonly related to a roofer apprenticeship. The apprentice shall not tend kettle until the apprentice has reached the fourth (4th) period of apprenticeship (81% of journey-level worker scale). The following is a condensed schedule of the minimum work experience every apprentice shall receive:

A. <u>Rofer:</u>	<u>Approximate Hours</u>
1. Roof preparation work	250
2. Truck driving/equipment operation	550
3. Sloped roofing systems	550
4. Bituminous Membrane roofing systems	2000
5. Single-ply roofing systems	1000
6. Waterproofing/damproofing.....	450
7. Maintenance and repair work	100
TOTAL HOURS:	4900

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- B. Normally there are one or two field trips scheduled per year.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Work Progress Reports:

- a. Apprentices must turn in monthly work progress reports, which are due by the 15th of the following month to either their classroom instructor or the Joint Apprenticeship office. The above report shall contain the apprentice's name, classification, employer, wage rate, month and year of report, as well as work performed.**
- b. Failure to turn in monthly progress reports when due will result in the apprentice not receiving credit for said month or months.**
- c. Failure to turn in three (3) monthly progress reports will result in the apprentice being cited to appear before the Committee to show cause**

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why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.

- d. Failure to notify the Apprenticeship office if you are temporarily out of the trade or out of the area will result in cancellation.**

2. Class Attendance:

- a. The excuses for missing class that the Committee recognizes are a doctor's excuse on doctor's stationery, or an employer stating that the apprentice was working a distance of more than two hundred fifty miles (250) from Clover Park Fort Lewis Campus Training center, mandatory court appearance; with a signed note from a court official stating that you were in attendance on the required date and time or your scheduled appearance. Birth, being either the mother, father, or of an immediate family member. Death of either a family member or a person that they may have been associated with personally or through business.**
- b. All excuses must be received by the Joint Apprenticeship Office on or before thirty (30) days from the date of absence from class or the excuse will not be recognized by the Committee.**
- c. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**
- d. Three (3) unexcused absences and the apprentice will be cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.**
- e. Employers will schedule time off for apprentices to attend their required class, which is set by the Pierce County Roofers Apprenticeship JATC. In the manner in which the employer would normally set crews up for work for the next week's work. With 2 weeks written notice of dates from the JATC.**

B. Local Apprenticeship Committee Policies

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NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request

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- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment

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- Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit

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- Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

The Pierce County Roofers Apprenticeship Committee shall be composed of four (4) members of which two (2) shall represent the Western Washington Roofing Contractors Association and two (2) shall represent the United Union of Roofers, Waterproofers and Allied workers, Local #153.

The employer representatives shall be:

**Donald D. Gurthrie, Chairman
Waynes Roofing, Inc.
13105 Houston Road
Sumner, WA 98390**

**Jennifer Wright
Wright Roofing
6035 South Adams
Tacoma, WA 98409**

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The employee representatives shall be:

**Matthew Thompson, Secretary
3049 South 36th Room #214
Tacoma, WA 98409**

**Darren Witham
3049 South 36th Room #214
Tacoma, WA 98409**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Eva Avalos, Coordinator
3049 South 36th Room #214-A
Tacoma, WA 98409**